



COUNTY OF PLACER

OFFICE OF THE AUDITOR-CONTROLLER

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January 18, 2023

Ms. Melissa Gee, Administrative and Fiscal Officer II
Placer County Clerk – Recorder – Elections Office
2954 Richardson Drive
Auburn, CA 95603

Re: Countywide Procurement Card Program Monitoring Review

Dear Ms. Gee:

The Internal Audit Division of the Auditor-Controller's Office routinely reviews and/or audits the Procurement Card purchases. The objective of this monitoring review was to review Procurement Card usage during the statement period from July 2, 2022 through September 23, 2022 for compliance with County policies.

We reviewed a sample of the Clerk – Recorder – Elections Office's (Office) Procurement Card purchases and related documentation files to ensure the Department's compliance with current policies and procedures, and to determine if adequate internal controls are in place and operating as designed. Based on our monitoring review, we determined that the Office's processes and internal controls over Procurement Card purchases are operating effectively as designed.

We appreciate the courtesy and cooperation of the Office's staff throughout the course of the review.

Respectfully,

Nicole C. Howard, CPA
Assistant Auditor-Controller

cc: Ryan Ronco, County Clerk – Recorder – Registrar of Voters
Lisa Cramer, Assistant County Clerk
Brett Wood, Purchasing Manager, County Executive Office
Placer County Audit Committee